

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Annual Occupational Safety and Health Report

FROM:

C/IMSS/OL

EXTENSION

NO

STAT

DATE

21 October 1985

STAT

TO: (Officer designation, room number, and building)

DATE

INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

DC/SD/OL

2.

3.

4.

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15.

John:

STAT

Attached is a memorandum from the Chief, Safety Division, OMS requesting an annual comprehensive Occupational Safety and Health report covering the Office of Logistics based on paragraphs 2 through 4 of the attached guidelines.

Per LI 12-1 (attached), the Deputy Chief, Supply Division, OL is the chairman of the OL Safety and Health Committee; and, therefore, this request is being sent for your attention. Since Tom [redacted] prepared the report last year, the files containing reports for previous years should be in your office files.

STAT

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Attachments

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C/IMSS please  
take action  
& determine  
correct people  
to serve,

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## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Annual Occupational Safety and Health Report

FROM:

Chief, Safety Division, OMS

EXTENSION

NO.

DATE

4 October 1985

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

D/OL

2.

HLO

3.

LC

4.

DOL

5.

6.

C/IMSS

7.

8.

JOHN &amp; MARIE

9.

10.

O-D  
attn

11.

12.

13.

14.

15.

10/8/85

KG

10/8

PL

9/10

AN

10/9

10/9

A.T.Z.

10/9

10/9

mch

4-6:  
Action pls.

Suspense:  
12 Nov to DL

JOHN &amp; MARIE

AS A TEAM, PLEASE  
HANDLE THIS TASKING  
FOR THE OFFICE OF LOGISTICS.

PERHAPS YOU COULD CHECK  
WITH [ ] FOR  
CLARIFYING SPECIFICS IN ORDER  
TO AVOID UNNECESSARY WORK.  
PERHAPS YOU COULD ALSO  
SOLICIT INPUT FM EACH  
DIV & STAFF CHIEF.

HAS THIS REPORT BEEN DONE BEFORE?

10/9/85

FORM 1-79

610


USE PREVIOUS EDITIONS

GPO : 1980 O - 411-632

4 OCT 1985

MEMORANDUM FOR: Director Of Logistics


FROM:

  
Chief, Safety Division,  
Office of Medical Services

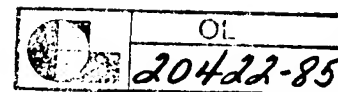
SUBJECT: Annual Occupational Safety and Health Report

1. An annual comprehensive report covering the Agency's Occupational Safety and Health Program for FY85 must be submitted to the Secretary of Labor by 1 January 1986.

2. Attached are current guidelines for submission of the report as provided by the Secretary of Labor. Kindly prepare a report covering your component based on paragraphs 2 through 4 of the guidelines. This information will serve as a basis for the preparation of an unclassified consolidated report which the Safety Division will prepare.

3. Your report to the Safety Division by 15 November 1985 will be appreciated. Please contact me on green extension  if additional information is desired.

Attachment: As stated



## Appendix B

### Guidelines for Agency's Annual Occupational Safety and Health Report to the Secretary of Labor

Fiscal Year: \_\_\_\_\_  
Name of Agency (Department): \_\_\_\_\_  
Name of Component: \_\_\_\_\_  
Address: \_\_\_\_\_  
Number of employees covered by this report: \_\_\_\_\_  
Name of individual responsible for the occupational safety and health program of the agency or component covered by this report: \_\_\_\_\_  
Title: \_\_\_\_\_ Telephone number: \_\_\_\_\_

Each agency shall:

1. a. Use agency injury/illness data to display the annual statistics for fatalities and lost time disabilities for the report year and, if possible, compare these fatalities and disabilities with similar statistics for the previous three-year period. Data based on agency claims submitted to OWCP is preferred, but internal accident or incident reporting data (FARS) is acceptable, if OWCP data is not available to the agency. The data should be displayed in charts or tables so that changes can be easily seen or demonstrated.
- b. Use agency data to display the most recent OWCP chargeback and COP costs and, if possible, compare these costs with similar statistics for the previous three-year period. The data should be displayed in charts or tables so that changes can be easily seen or demonstrated.
- c. Use agency accident or incident reporting system or supplemental reports to the OSHA logs or the OWCP reports for details which will help explain any significant trends and major causes or sources of fatalities and lost time disabilities which occurred last year(s).
2. Describe safety and occupational health program accomplishments and initiatives implemented last fiscal year to control the trends and major causes or sources of fatalities and lost time disabilities in your agency and to improve your agency's overall safety and occupational health programs. Discuss your successes and/or failures as a result of your agency's implementation of these initiatives. Explain any significant onetime or additional permanent resources allocated to the safety and occupational health program last year for areas such as: workplace hazard abatement, research and development, data systems, staffing, training, etc. Attach a copy of any significant safety and occupational health policy or proclamation related to those initiatives.

## Appendix B

### Guidelines for Agency's Annual Occupational Safety and Health Report to the Secretary of Labor (Continued)

In describing your accomplishments and initiatives, please try to explain your agency's efforts in the following areas:

- Accomplishments for assuring that workers, supervisors and committee members received appropriate job health and safety awareness and hazard recognition information and training.
  - Accomplishments for assessing the effectiveness of your safety and occupational health programs.
  - Accomplishments in the identification, assessment and resolution of safety and health problems, including your agency's system of (a) providing recognition to outstanding achievers and (b) establishing accountability and performance standards for managers, supervisors and employees.
  - Unique or significant accomplishments that your agency made last year to enhance employee participation, involvement and consultation in the safety and occupational health program.
3. Identify your annual OSH plans, goals and objectives, and significant OSH initiatives planned and programmed for the coming year(s).
  4. Provide comments, requests and recommendations for consideration by OSHA's Office of Federal Agency Programs (OFAP) in Government-wide occupational safety and health programs or report any items of special interest concerning occupational safety and health activities or programs. (Optional)

It is suggested that the report be in executive summary format and be limited to ten pages exclusive of attachments.

INSTRUCTION NO.  
LI 12-1

LI 12-1  
SAFETY AND HEALTH  
Revised 9 September 1980

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SUBJECT: Office of Logistics Safety and Health Program

REFERENCE:

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1. GENERAL

This instruction serves to establish a Safety and Health Program within the Office of Logistics (OL) consistent with the statutory and regulatory requirements contained in the referent. This program is designed to promote recognition of safety and health standards within the OL and permit uniformity of application as well as to reinforce specific responsibilities. The program is further intended to re-affirm OL's basic commitment to eliminate safety and health hazards whenever discovered and to continue to pursue a vigorous campaign for continued improvement.

2. POLICY

- a. To implement this vital program, an OL Safety and Health Committee is established comprised of the following members:

Deputy Chief, Supply Division, OL - Chairman  
Deputy Chief, Logistics Services Division, OL  
Deputy Chief, Real Estate and Construction  
Division, OL  
Deputy Chief, Printing and Photography Division,  
OL

Safety Officer, Security Staff, OL  
Committee Coordinator - P&PS/OL

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The committee will function under the general direction of the Director of Logistics in promoting and encouraging greater safety awareness within the OL.

- b. Employees are the key ingredient in the success or failure of any safety program; therefore, the effectiveness of this program depends upon active participation and full cooperation of all OL personnel. Each employee is urged to comply fully with established occupational safety and health standards and to report potential safety hazards immediately.

INSTRUCTION NO.  
LI 12-1

LI 12-1  
SAFETY AND HEALTH  
Revised 9 September 1980

### 3. RESPONSIBILITIES

#### a. Safety and Health Committee:

The Committee will be responsible for the overall implementation of a uniform safety and health program within OL and be guided in its efforts by the provisions contained in the referent. In discharging this obligation, the Committee shall:

- (1) Promote the development of common safety standards and establish uniform criteria for their application.
  - (a) Ensure proper safety equipment and protective clothing are made available where required to protect employees against potentially hazardous equipment or exposure to potentially hazardous agents. See paragraph 4 below for guidelines concerning the issue of protective clothing.
  - (b) Ensure that safety equipment and personal protective clothing are properly identified in each component's fiscal year budget to ensure availability of funds.
- (2) Establish education and training programs for employees to increase their awareness of occupational hazards and arrange with the Office of Medical Services to conduct courses in Cardio-pulmonary Resuscitation (CPR) procedures.
- (3) Improve and emphasize safety and health awareness programs:
  - (a) Compile and maintain a current listing of safety and health-awareness films and video tape cassettes that can be made available for presentation on a periodic basis.
  - (b) Employ promotional materials, including literature racks, wall posters, etc., to emphasize the program.

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Revised 9 September 1980

- (4) Review ongoing policies relating to health and safety and provide guidance to ensure conformance to established policies, procedures, and standards.
- (5) Submit periodic statements of the Committee's accomplishments for inclusion in the Agency's annual Occupational Safety and Health Report prepared by the Office of Security (OS) for submission to the Department of Labor.
- (6) Participate in the interpretation of statutory requirements into practical application within the OL.
- (7) Assist in formulating recommendations to the D/L to enhance and refine existing programs.
- (8) Assess program performance periodically to ensure that OL personnel are being provided with a working environment free of safety and health hazards.

b. OL Security Staff

The OL Security Staff will appoint an OL Safety Officer whose responsibilities shall include:

- (1) Conduct periodic safety inspections of the OL area  
[redacted] STAT
- (2) Maintain liaison between OL and the Safety Branch, OS, on matters relating to safety.
- (3) Submit reports of unsafe conditions and of accomplishments in support of the safety and health program to the OL Safety and Health Committee.
- (4) Prepare and maintain an updated Fire Emergency Plan for [redacted] STAT
- (5) Distribute safety and health promotional materials to OL components and maintain the literature distribution racks for these materials in the  
[redacted] STAT
- (6) Periodically present to groups of employees in the [redacted] a safety or health awareness film. [redacted] STAT



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c. Printing and Photography Division (P&PD), Logistics  
Services Division (LSD), Real Estate and Construction  
Division (RECD), [redacted]

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(1) The chiefs of the above OL components will appoint a Safety Officer for their respective elements whose responsibilities shall include:

- (a) Conduct periodic safety inspections within assigned areas of responsibility, at least quarterly, to ensure compliance with established safety standards. Such inspections shall be conducted independently of the periodic inspections performed by OS required by referent [redacted] (P&PD's area of responsibility is the P&P Building, LSD's is the Motor Pool, RECD's is the power plant and special purpose utility rooms at Headquarters, and SD/CD's [redacted])
- (b) Maintain liaison with appropriate officials in GSA\* and the Safety Branch, OS, on matters involving safety.
- (c) Ensure that health and safety promotional material distributed within the Agency is brought to the attention of every employee.
- (d) Periodically present to groups of employees a safety or health awareness film.
- (e) Maintain statistical information on accidents and submit reports on unsafe conditions and accomplishments in support of the safety and health program to the OL Safety and Health Committee.
- (f) Enroll key supervisory personnel in safety and health-related courses and seminars.
- (g) Prepare and maintain an updated Fire Emergency Plan for the assigned area of responsibility. SD/CD will also maintain appropriate fire-fighting apparatus, train selected depot personnel in its use, and maintain liaison with local fire departments and emergency rescue squads.

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\*RECD and P&PD will maintain liaison with LSD instead of GSA.

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- (2) Issue internal directives and implement instructions consistent with this instruction.

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4. ISSUANCE OF PROTECTIVE CLOTHING

- (a) Protective clothing may be made available for temporary use of a group of employees performing certain tasks, or issued to individual employees for their exclusive use. The former practice is to be followed wherever practicable. An example of the latter would be special shoes that must be individually fitted and do not lend themselves to sharing.
- (b) Generally, the test of whether protective clothing or devices should be issued at Government expense is "whether it is such as the employee might reasonably be expected to furnish as a part of the personal equipment necessary for him to perform the regular duties of his position" (Office of General Counsel 77-5020, 24 Aug. 1977). Based on this opinion, a hard hat might be furnished to someone working in a hazardous area since the employee should not be expected to routinely own such a hat; on the other hand, a raincoat and hat should not be furnished a courier who is often performing his duties in inclement weather since he should be expected to routinely own such equipment.
- (c) When the OL Safety and Health Committee cannot decide whether protective clothing or equipment should be provided by the Government, the matter will be referred to the Office of General Counsel.

 James H. McDonald  
Director of Logistics

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Next 2 Page(s) In Document Denied